

Employment Opportunity

Executive Assistant – Council and CAO Permanent Full-Time

Are you an experienced Executive Assistant who thrives on bringing order to complexity, anticipating what comes next, and supporting executive leaders with sound judgment and discretion? Do you enjoy balancing competing priorities while building trusted relationships with a wide range of people? Morinville is seeking a proactive Executive Assistant who can navigate a dynamic municipal environment with confidence, professionalism, and diplomacy.

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant provides high-level, confidential administrative and coordination support to the CAO and Council. As a key point of connection between municipal leadership, employees, residents, government officials, community partners, and regional stakeholders, you will use strong judgment and diplomacy to manage sensitive information, respond to evolving priorities, and support effective communication and decision-making. The successful candidate will be comfortable working independently, anticipating what is needed next, and adapting quickly in an environment where priorities can shift and timelines are often tight.

Working directly with the CAO, Mayor, and Council, you will have a front-row role in supporting the people, priorities, and relationships that shape Morinville. This role calls for exceptional executive administrative skills combined with sound judgment, initiative, discretion, and the ability to anticipate needs before they arise. You will manage complex schedules and sensitive inquiries, coordinate high-profile events and Council activities, monitor budgets, prepare executive-level materials, and lead special projects from planning through completion. Your work will be highly visible, varied, and connected to priorities across the organization and community.

Key Responsibilities:

- Serve as a primary point of contact for the CAO and Mayor/Council, managing a high volume of inquiries from residents, government officials, community partners, and other stakeholders across multiple communication channels.
- Review, prioritize, route, and track incoming correspondence and inquiries, ensuring timely follow-up and appropriate resolution while maintaining confidentiality and discretion.
- Facilitate effective communication between the CAO, Council, employees, and internal and external stakeholders, proactively identifying sensitive or high-priority matters requiring attention.
- Provide comprehensive administrative support, including preparing briefing materials, correspondence, proclamations, Council greetings, and brief speeches.
- Maintain and coordinate complex calendars for the CAO and Mayor/Council, proactively balancing competing priorities, protecting executive time, anticipating conflicts, and adapting to changing demands.
- Coordinate meeting and event logistics, including facilities, agendas, materials, meals, RSVPs, travel arrangements, conference registrations, and follow-up.
- Plan and coordinate Council-led community events, VIP receptions, and other special initiatives, managing logistics, stakeholder coordination, timelines, and budgets.
- Monitor and manage annual budgets for the Office of the CAO and Council, ensuring expenditures align with approved budgets and financial policies.
- Complete financial reconciliations, including credit card statements, expense claims, and related financial documentation.
- Lead or coordinate assigned special projects, working independently or collaboratively across the organization depending on project scope and complexity.
- Support effective administrative processes, policy compliance, public transparency, and continuous improvement within the Office of the CAO.

Requirements:

- Diploma in Office Administration or a related field is required.
- A minimum of four (4) years of progressively responsible administrative experience, preferably supporting senior leadership, elected officials, or a municipal/public sector environment. *(Note: combinations and equivalencies of education and experience may be considered)*
- Advanced proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Experience with municipal or corporate management systems such as eScribe, Questica, Service Tracker, and Dayforce is considered an asset.
- Strong political acumen and the ability to navigate complex, sensitive, and confidential matters with tact, discretion, diplomacy, and sound judgment.

- Knowledge of local government operations, municipal policies, procedures, and regulatory frameworks is considered an asset.
- Exceptional organizational and time-management skills, with demonstrated ability to independently prioritize competing demands, anticipate needs, follow through consistently, and manage multiple deadlines while maintaining a high degree of accuracy.
- Proven experience coordinating projects, meetings, and events involving multiple stakeholders and complex logistics.
- Excellent written and verbal communication skills, with strong attention to detail and a high degree of accuracy.
- Demonstrated ability to work independently, anticipate needs, exercise initiative, and adapt effectively as priorities change.
- Strong interpersonal and relationship-building skills, with the ability to work effectively with elected officials, senior leaders, employees, residents, government representatives, and community partners.
- The successful candidate will be required to provide a criminal record check as a condition of employment.

Compensation/Hours of Work: Annual salary range of \$76,209 to \$90,998/annum (7 step grid), based on a 35-hour work week. We offer a comprehensive benefits package including pension, professional development opportunities, and a supportive work environment.

Application Deadline: **Monday, August 3, 2026**

To apply to this position please visit www.morinville.ca/careers

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.